

Phoenix Program
Process Definition – General Ledger

Process	<i>Enter Journal using Statistical Code and Amount</i>
Process Number	<i>GL – 010</i>

Description of Process

Enter a journal using a Statistical Code and Amount to track non-monetary information related to the journal entry. These features are located on the Lines panel in the Journal Entry – Base Currency panel group and allow you to include statistical information for a particular journal line. When you enter a Statistics Code, the associated Unit of Measure (UOM) will automatically populate. You will then enter the Statistical Amount that you wish to track for the journal line.

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft.

Output of Process

Journal is now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry—Base Currency

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Create identifiers for the journal</u></p> <p>Enter the Business Unit, the General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. The date will default to today date, but can be modified, as necessary. Also, if you want to make an entry to a previous accounting period, you should use the last day of the period to which you want the journal to post.</p>	Agency
<p><u>Step 2: Complete information on Header Panel</u></p> <p>Select MAN from the Source Field drop down box. The available options are as follows:</p> <p>MAN = Regular Journal GAP = GAAP Only Journal FED = FEDS Only Journal</p> <p>When selecting ACTUALS as your ledger group, the Auto Gen box will be checked and grayed. This means transactions will post to all ledgers in this ledger group.</p>	Agency
<p><u>Step 3: Enter a Long Description in the field provided</u></p>	Agency
<p><u>Step 4: Enter ChartField information</u></p> <p>On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, Amount, Statistics Code and Statistical Amount for each line in your journal. All fields are required. Statistics Codes are used to track your non-monetary data. Statistics codes are associated with a specific Unit of Measure, which will populate automatically, when the statistics code is entered. Statistical Amount is used to represent the statistical quantity you wish to track.</p>	Agency
<p><u>Step 5: Verify Totals</u></p> <p>Although Control Totals have not been entered for this journal, you should go to the Totals Panel and verify that you are in balance. All journals must balance debits and credits by Business Unit, Fund, and Program or the journals will not pass the Edit Process.</p>	Agency
<p><u>Step 6: Correct any identified errors</u></p>	Agency
<p><u>Step 7: Save the journal</u></p> <p>The journal is now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.</p>	Agency

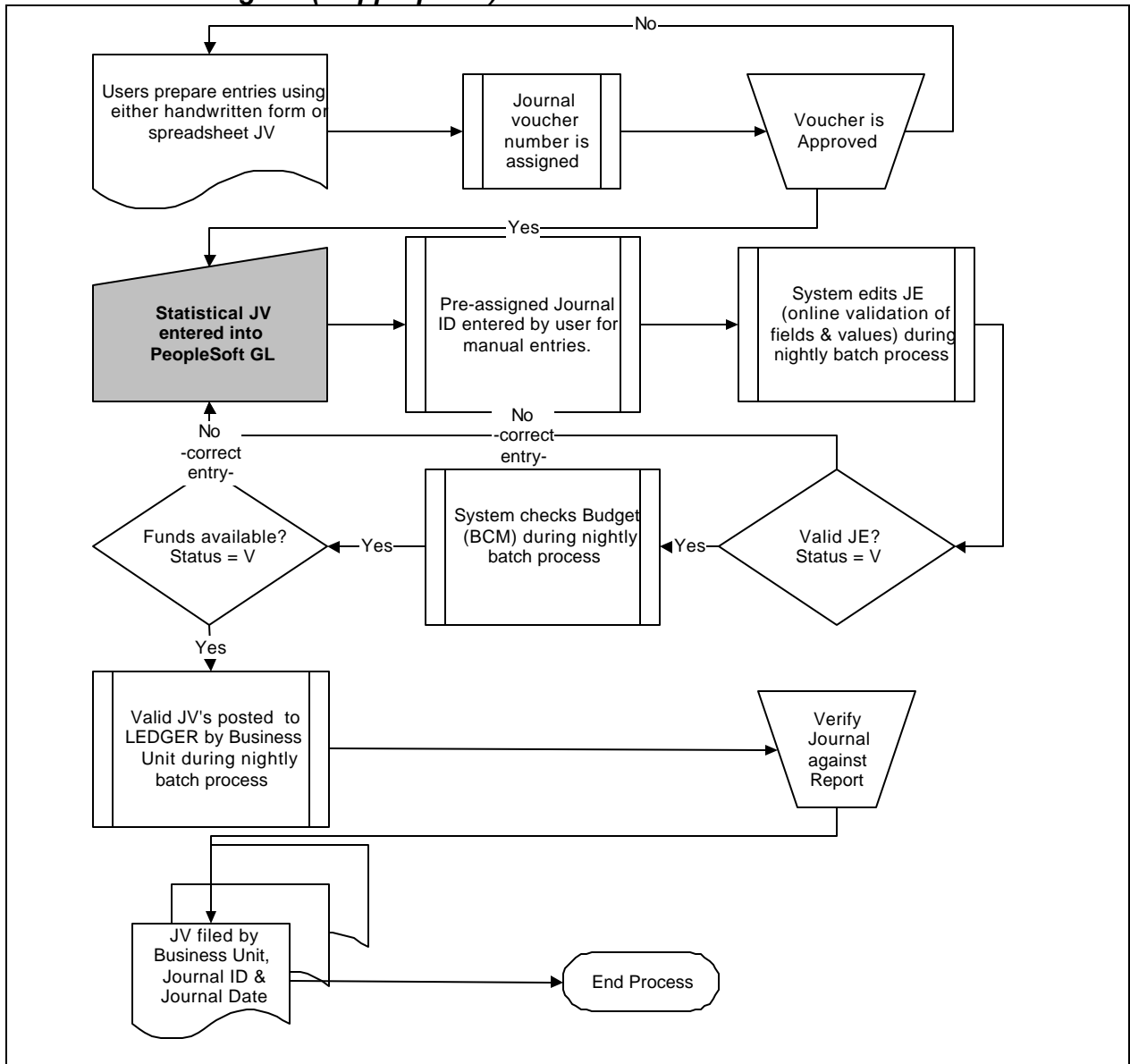
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Forms Used with Process (#)

**Attach sample form(s) [\\DOAS_COMMONS_01\\VOL1\\DATA\\COMMONS\\PDocs\\Financials\\GL-General Ledger\\Business Process Flows\\Journal Processing\\JVENTRY.xls](#)

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested